

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
References/Authority KRS 61.878; and 197.020 P&P ACA 3C-03	<p style="text-align: center;">6.6</p> <p style="text-align: center;">*</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">March 1, 2013</p>
Subject		
CONFIDENTIALITY OF INFORMATION BY CONSULTANTS, CONTRACT PERSONNEL AND VOLUNTEERS		

I. DEFINITIONS

“Confidential Information” means any information not authorized for public inspection by KRS 61.878 and other applicable state and federal law.

“Consultants” means an individual providing consulting service to the agency either for fee or gratis.

“Contract Personnel” means individuals providing pre-agreed upon services to the agency by contractual agreement.

“Volunteers” means an individual providing service to the agency without payment.

II. POLICY and PROCEDURES

Corrections shall ensure that consultants, contract personnel, and volunteers who work with agency staff or clients maintain confidentiality regarding information received as a result of providing services.

- A. In addition to the areas contained in the Kentucky Revised Statute 61.878, the following areas shall be primary concerns for the maintenance of confidentiality:
 1. Offender records
 2. Offender medical, psychological, psychiatric and dental work
 3. Employee personnel file
- B. Consultants, contract personnel, volunteers, or employees of public or private agencies providing a service to the agency shall only discuss confidential information with authorized staff, if necessary.
- C. Confidential information shall not be disseminated without the express written consent of the offender or staff member.

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- D. Consultants, contract personnel and volunteers shall attest in writing that they have received a copy of this policy and procedure and agree to abide by the requirements of maintaining confidentiality.